

Leave/Pass Requests (DA Form 31)

Process DA 31 at least 14 working days prior to the start of the leave date!

Ordinary Leave/Pass:

- DA31
- POV Inspection Checklist
- Copy of LES (for ordinary leave only)
- ASMIS-2 Risk Assessment Tool (<https://crc.army.mil/home>) for each leg of travel
- Itinerary

PCS Leave/PTDY

- DA31
- POV Inspection Checklist
- Copy of LES
- ASMIS-2 Risk Assessment Tool (<https://crc.army.mil/home>) for each leg of travel
- Copy of Orders with Amendments
- Copy of 1610 (TDY Orders) if applicable

Approval Authority for Passes:

Company Commander

- 1-2 day pass under 250 miles
- 3 day pass under 350 miles
- 4 day pass under 500 miles

Battalion Commander

- 1-2 day pass over 250 miles
- 3 day pass over 350 miles
- 4 day pass over 500 miles

*Note:

- You must have a phone number included in block 6
- While in class, your supervisor is your SGL and they must sign block 12, the 1SG will sign for UMR/Websters
- We do not need any additional “Google” or “Yahoo” type driving directions. The only driving itinerary needed is that included with the ASMIS-2
- Passes over 500 miles in which you are driving the entire trip will not be approved unless there is more than one driver in the same vehicle.

PCS Leave:

- You are only authorized 10 days of PTDY
- The “to” date on the DA31 is your report date as annotated on your orders, regardless of when you are actually reporting
- For days requested only add up the PCS leave days, not PTDY or TDY
- Do not write your itinerary, reason for leave, or chargeable leave in the remarks section. A breakdown of your leave, TDY & PTDY will be written. C Co. OPS will clarify further when they assist you.
- Travel time will be computed at your gaining finance— you still count those days as your requested days.

C Co.
554th EN BN

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First Dial Post Operator: 573-596-0131
Then enter the last 5 digits:
CDR: 6-7008
1SG: 6-7351
OPS: 6-0800
Fax: 573-596-0695
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Charlie Rock,
Rock Hard